Department of the Army
Headquarters, United States Army
Training and Doctrine Command
Fort Monroe, Virginia 23651-1047

*TRADOC Regulation 25-35

29 January 2004

Information Management: Publishing and Printing
PREPARING AND PUBLISHING UNITED STATES ARMY TRAINING AND
DOCTRINE COMMAND (TRADOC) ADMINISTRATIVE PUBLICATIONS

Summary. This regulation prescribes responsibilities, policies, and procedures for preparing, publishing, and managing TRADOC administrative publications. It has been revised to include changes resulting from Army transformation initiatives and TRADOC realignment actions, and updates paragraph references to AR 25-30 and DA Pam 25-40.

Applicability. This regulation applies to all elements of TRADOC authorized to promulgate commandwide policy.

Supplementation. Supplementation is authorized. Send one copy of the supplement to Commander, TRADOC (ATIM-T), 84 Patch Road, Fort Monroe, VA 23651-1051.

Forms. The "R" form at the back of this regulation is for local reproduction.

Suggested improvements. The proponent of this regulation is the Chief Information Officer (CIO). Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, TRADOC
(ATIM-T), 84 Patch Road, Fort Monroe, VA 23651-1051, or electronically to atim@monroe.army.mil. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal).

Availability. This regulation is distributed solely through the TRADOC Homepage at
http://www.tradoc.army.mil.

<div align="center">Contents</div>

*This regulation supersedes TRADOC Regulation 25-35, 3 April 2000 and TRADOC Form 25-35-1-R-E, April
2002.

Contents (cont)

Contents (cont)

Chapter 1
Introduction

1-1. Purpose. This regulation prescribes responsibilities, policies, and procedures for preparing, publishing, and managing TRADOC administrative publications. It also authorizes TRADOC commanders and commandants, with Armywide or TRADOC-wide missions, to prepare and publish TRADOC publications. A description of each type publication is provided in chapter 4, section II. Sample formats are provided for supplements, regulations, circulars, pamphlets, and memorandums.

1-2. References. Appendix A contains the required and related publications and prescribed and referenced forms.

1-3. Explanation of abbreviations and terms. The glossary contains abbreviations and special terms used in this regulation.

_____

Chapter 2
Responsibilities

2-1. Chief Information Officer (CIO). The CIO will—

   a. Establish policies and procedures for life cycle management of TRADOC administrative publications.

   b. Manage the process of publishing through the TRADOC Homepage by converting publications to digital formats (Hypertext Markup Language (HTML) and Portable Document Format (PDF)) for on-line viewing and printing.

   c. Provide technical advice on preparing and publishing TRADOC administrative publications to HQ TRADOC staff proponents.

   d. Edit TRADOC administrative publications and ensure they conform to the policies in Army Regulation (AR) 25-30, and processes and procedures in Department of the Army (DA) Pamphlet 25-40, and meet the requirements for each type publication (see chap 4, sec II, below).

   e. Manage the numbering of TRADOC administrative publications, and ensure each new or revised publication is in the correct series in accordance with (IAW) DA Pam 25-40, appendix H.

   f. Date and authenticate publications after ensuring they receive the appropriate level of approval (see chap 6).

   g. Initiate a review of TRADOC administrative publications no later than every 18 months (see AR 25-30, para 1-22b(5)).

   h. Publish and update an index of all TRADOC administrative publications (TRADOC Pam 25-30) and update the publications page of the TRADOC Homepage.

   i. Maintain the official file of TRADOC administrative publications IAW AR 25-400-2.

2-2. Proponents of TRADOC administrative publications (see para 3-2 for an explanation of proponents). Proponents will—

   a. Ensure their publications are essential and current.

   b. Determine to what extent TRADOC commandants may supplement their TRADOC regulation(s) (that is, prohibit, limit, or require) and include that level in the supplementation statement on the title page of their regulation(s) (see AR 25-30, para 3-37; and DA Pam 25-40, chap 18, sec II).

   c. Before the formal editing process, ensure their publications—

      (1) Conform to the guidance in chapter 3.

      (2) Do not duplicate material in existing DA or TRADOC publications.

      (3) Meet the requirements for each type publication (see chap 4, sec II).

      (4) Conform to the guidance in AR 25-30 (chap 2 and sec VIII of chap 3), DA Pam 25-40, and this regulation (see table 2-1 for specific parts of DA Pam 25-40).

      (5) Comply with AR 335-15 to ensure data collected from TRADOC activities, and the public, is properly controlled. Include the Information Management Control Officer in the initial coordination if the publication has reporting requirements.

      (6) Comply with AR 25-30, chapter 4, for forms requirements. Coordinate with their staff section's Forms Management Officer early in the development process (see para 3-7, below, for forms restrictions).

      (7) Comply with AR 340-21 for Privacy Act requirements. Include the Director of Information Management (DOIM) Privacy Act Officer in the initial coordination process whenever forms require personal information.

      (8) Are coordinated with appropriate level (see chap 5).

      (9) If classified, meet the requirements of AR 380-5 for security markings and downgrading instructions. Proponents will coordinate their publications with their staff section security managers.

      (10) If For Official Use Only, have proper markings and specify a date or event when removing the markings is allowed IAW AR 25-55.

Table 2-1
Specific parts of DA Pam 25-40

PART	WHAT IT ADDRESSES
Chapter 2	**Writing a Publication**
Paragraph 2-24	Forms
Chapter 10	**Format**
Paragraph 10-1	Required parts of a publication
Paragraphs 10-2 and 2-1	Division numbering and titling
Paragraph 10-3	Security classifications and protective markings
Paragraph 10-5	Foreword and preface
Paragraphs 10-6 through 10-16	Title page (required parts)
Paragraph 10-17	Table of contents
Paragraphs 10-18 through 10-23	The body and required paragraphs (that is, purpose, references, explanation of abbreviations and terms, and responsibilities)
Paragraph 10-27	Reports
Paragraph 10-28	Glossary
Paragraph 10-29	Appendixes
Paragraph 10-30	Index
Paragraphs 10-31 and 10-32	Tables and figures
Chapter 18	**Agency and Command Publications**
Paragraph 18-4	Changes

d. Ensure their publications receive the appropriate level of approval (see chap 6).

e. Publish and distribute their publications through the TRADOC Homepage to the maximum extent possible. TRADOC is primarily an electronic publisher. In those cases where the target audience does not have access to the Internet, and paper copies are required, proponents will provide funding for contract editing/typesetting and initial printing of their publications. The activity order number and signature of the proponent printing control authority on DD Form 843 (Requisition for Printing and Binding Service) or DD Form 282 (DoD Printing Requisition/Order) certifies these funds. Proponents should contact the customer representative for contract printing at Document Automation & Production Service (DAPS), Fort Eustis, for more information (757-878-3389, extension 227).

f. If printing, ensure the typeset proofs of their publications are correct. Proponents are responsible for reviewing all proofs of camera-ready copy prior to printing.

g. Develop life cycle management plans for their publications to include—

(1) Reviewing their publications every 18 months, or as the CIO directs, and scheduling changes and revisions. Proponents will use TRADOC Form 25-35-1-R-E (Publication Review) to submit results of their reviews.

(2) Rescinding TRADOC publications that are obsolete (see para 7-5, below).

h. Maintain official files for publications and forms IAW AR 25-400-2.

2-3. Proponents not assigned to the HQ TRADOC staff will—

a. Manage the life cycle of their publications.

b. Develop local procedures for managing TRADOC administrative publications that address each stage of the life cycle of the publication. Procedures will cover approving the need, writing, staffing, editing, obtaining command approval, authentication, typesetting, printing, distributing, stocking, reviewing, revising, publishing changes, and providing updates to the index the CIO prepares. Substitute local procedures cited in this regulation regarding references to TRADOC Deputy Commanding General/Chief of Staff (DCG/CofS); CIO; HQ TRADOC Form 30; etc., (the complete publication process, including developing, publishing, and distributing TRADOC administrative publications, is outlined in app B).

c. Approve policy publications at the Chief of Staff level of their subordinate command.

d. For indexing purposes, furnish copies (one paper copy and one digital file) of each TRADOC publication, revision, change, and notice of publications that are rescinded, superseded, or determined obsolete, to CIO at the following address: Commander, TRADOC (ATIM-T), 84 Patch Road, Fort Monroe, VA 23651-1051.

e. Develop and manage all TRADOC forms prescribed by proponent-issued TRADOC administrative publications.

f. After receiving command approval to develop a new TRADOC publication, contact CIO, E-mail: atim@monroe.army.mil or 757-788-2237/DSN 680-2237, for a publication number. Furnish copies (one paper copy and one digital file) to the same address when the publication is distributed, along with printing request and distribution list.

g. Consider contracting for editing, typesetting, forms design, and mailing services when resources are not available.

h. Coordinate revisions, numbered changes, and new TRADOC administrative publications with the appropriate TRADOC staff (for example, Operational Concepts publications are coordinated with the Concept Development and Experimentation Directorate, Futures Center).

i. Stock and distribute paper copy TRADOC administrative publications for which they are proponent.

j. Maintain background files for publications and forms IAW AR 25-400-2.

_____

Chapter 3
Processes and Procedures

3-1. Applicability. Administrative publications apply only to the issuing command and have no application to other commands in the Army, or to elements in other departments or government agencies. Commanders are authorized to issue these publications only to elements under their jurisdiction (see AR 25-30, para 3-35a(2)). TRADOC commandants with Armywide or TRADOC-wide missions may promulgate TRADOC administrative publications as needed.

3-2. Proponents.

a. The Deputy Chiefs of General and Chiefs of Special Staff Offices at HQ TRADOC; Director, Futures Center, HQ TRADOC; and TRADOC commanders and commandants, assigned Armywide or TRADOC-wide missions, are proponents for all TRADOC administrative publications required to execute their mission.

b. Proponents may task TRADOC commandants to prepare TRADOC administrative publications. However, proponents maintain overall responsibility for their publications (see para 2-2, above).

(1) The suggested improvements statement on the title page must identify the proponent (see para a, above). Figure 3-1 is a sample of a suggested improvements statement when the proponent is not the preparer, and the proponent wants the preparer to receive comments directly from the users.

(2) Only the proponent has authority to approve supplementing a TRADOC regulation. Therefore, the supplementation statement on the title page will identify the proponent's address, rather than the preparer's address.

> **Suggested improvements**. The proponent of this regulation is the Deputy Chief of Staff for Operations and Training. Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, U.S. Army Training Support Center (ATIC-ITSC), 2789 Harrison Loop, Fort Eustis, VA 23604-5206. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal).

Figure 3-1. Proponent statement—when proponent is not the preparer

3-3. Covers.

a. Covers are not authorized for unclassified TRADOC administrative publications.

b. If proponents determine covers are needed, they may request an exception. Provide a written justification to CIO (ATIM-T), along with the draft publication.

c. All classified publications will have front and back covers displaying required markings, such as overall classification, declassification instructions, and restricted distribution statements, as applicable.

3-4. Foreword. Use forewords only in informational pamphlets (see para 4-6b for a description of informational pamphlets). An action officer or an endorsing official (for example, DCG/CofS) may write forewords.

3-5. Terms, acronyms, and abbreviations.

a. Do not explain a term in a TRADOC publication if it is already explained in AR 310-25 or Joint Pub 1-02, unless it is given a new special meaning.

b. Do not use shortened forms of words in narrative (for example, thru, avn, etc.). Use them in figures and tables only.

c. Spell acronyms/brevity codes out fully the first time used, followed by the acronym/brevity codes in parentheses. (Cite acronyms/brevity codes in parentheses only if it is used again in the publication.) An exception exists for citing parts and divisions in references—use the abbreviation only (see table 3-1).

3-6. Illustrations/use of color.

a. Illustrations, to include line and multitone artwork, must relate directly to the subject matter of the publication and are not permitted for decorative purposes. Color must contribute demonstrable value to the purpose of the publication. DA Pam 25-40, chapter 2, section III, provides specific guidance for use of illustrations and color in publications.

Table 3-1
Abbreviations of parts and divisions

Part or division	Abbreviation	Example
part	*	(part 1)
chapter	chap	(chap 1)
section	sec	(sec 1)
paragraph	para	(para 1-1)
figure	fig	(fig 1-l)
table	*	(table 2-1)
appendix	app	(app A)
glossary	*	(glossary)
index	*	(index)

* Do not abbreviate.
NOTE: Do not capitalize first letter of word.

    b. Multiple colors for illustrations are permitted for web-based publications. However, proponents must provide single color illustrations if the publication is printed.

    c. The CIO (ATIM-T) must approve multicolor printing requirements.

    d. Coordinate all visual information needs with the supporting installation Directorate of Plans, Training, Mobilization and Security Directorate, Chief, Multimedia Services Division.

    e. Furnish camera-ready line art and digital copy along with final copy of publication.

3-7. Forms.

    a. Any document within a publication that has blank spaces for the insertion of information is considered a form and is controlled. If in doubt, contact the TRADOC Forms Management Officer (ATIM-T).

    b. The only blank forms authorized for insertion in a TRADOC administrative publication are TRADOC "R" and "R-E" forms prescribed by the publication. TRADOC "R" forms are authorized for local reproduction. They are reproduced on office copiers or printed and stocked, whichever is less costly. TRADOC "R-E" forms are authorized for local reproduction or electronic generation. If they are electronically generated, they will follow the exact format and contain the same data element as the paper copy.

    c. If a form requires the user to submit personal identifier information, it must include a Privacy Act Statement (see para 2-2c(7), above). Include the supporting installation DOIM Privacy Act Officer in the initial coordination process whenever forms require personal information.

d. Forms the publication prescribes and/or references are identified in appendix A.

e. Form numbers are established based on the publication number of the prescribing directive. The publication number is derived from DA Pam 25-40, appendix H, based on the subject matter. Any forms prescribed by TRADOC regulations, circulars, or pamphlets will carry the same basic number as the prescribing directive. For example, the form contained in this regulation is numbered TRADOC Form 25-35-1-R-E. If there were additional forms, they would use consecutive numbers TRADOC Form 25-35-2-R-E, TRADOC Form 25-35-3-R-E, etc. On those occasions where a TRADOC regulation and pamphlet are assigned the same number, the forms in the pamphlet are numbered using '100, 101, etc.' as the consecutive number in lieu of '1, 2, etc.' (that is, TRADOC Form 25-35-100-R, TRADOC Form 25-35-101-R, etc.).

3-8. References.

a. Do not use temporary references (that is, circulars, drafts, messages, or correspondence memorandums) in a permanent publication (for example, supplement, regulation, memorandum, or pamphlet).

b. Do not reference a publication memorandum in supplements, regulations, circulars, and pamphlets since memorandums are only applicable to headquarters elements of a command (see AR 25-30, para 3-35b(4)(a)).

c. Include all references used in a publication in appendix A, and identify their exact titles. Do not identify the title in any other part of the publication (see fig 3-2 for guidance on references).

d. Do not cite references that are not readily available to the user (see DA Pam 25-40, para 2-32).

3-9. Appendixes.

a. Appendixes are used to further explain or supplement information covered in the body of the publication. They are not part of the main body; and will not contain directive material or prescribe forms.

b. Always cite appendixes in the main body of the publication.

c. Number appendixes in the order in which they are cited in the text.

3-10. Distribution.

a. TRADOC activities that have access to the Internet are provided electronic distribution through the TRADOC Homepage.

b. Limit distribution of paper copies of publications to those addressees that do not have the capability of accessing electronic media. To prepare mailing labels, use the electronic Army address

lookup page provided by the Records Management and Declassification Agency (RMDA) (http://www.rmda.belvoir.army.mil/) (use 'Site Map' link at the bottom of the page, then search for 'Army Addresses On-line'). For addressees that are not under the command jurisdiction of TRADOC, provide copies furnished for informational purposes (normally five or less copies). See AR 25-30, paragraph 5-7, for more information on distribution restrictions.

The reference paragraph is always inserted as paragraph 1-2, and refers the reader to appendix A for a list of publications and forms cited in the text. (Example**: "1-2. References.** Required and related publications and prescribed and referenced forms are listed in appendix A.")

Appendix A is titled 'References' and divided into four sections (if necessary): section I, 'Required Publications'; section II, 'Related Publications'; section III, 'Prescribed Forms'; and section IV, 'Referenced Forms.' If the publication does not contain one or more types of references, exclude those types and renumber the subparagraphs, keeping the order given above.

   a. Publications. Each publication cited in the text is listed as either required (a source the user must refer to) or related (source of additional information). See DA Pam 25-40, paragraphs 2-35 and 10-21, for more information on required and related publications.

   b. Forms. Each form cited in the publication is either prescribed or referenced. Cite each form's number and title, listing alphabetically by type, then in numerical order within each type.

      (1) Prescribed forms. Prescribed forms are mandated by the publication; that is, the publication is the prescribing directive for the use of the form. Prescribed forms listed must contain a statement indicating where they are prescribed in the publication; for example, "(Prescribed in para 4-10)."

      (2) Referenced forms. Referenced forms are prescribed by a publication other than the one in which they are referenced. Information on forms referenced in a publication must not conflict with the instructions in their prescribing directive.

Figure 3-2. Listing references

3-11. Changes. Only the proponent of a publication may request changes.

   a. Numbered changes are changes of an administrative nature, sent directly to the editor; policy changes require DCG/CofS approval. Changes are not official unless they are authenticated. Do not use any other means (that is, electrical messages) to change a publication (see fig 3-3).

   b. On-line updates are minute administrative changes that usually involve providing a current URL to replace a dead link within the text, updating a line of an address that changed after publication, etc. Send requests for an on-line update to the CIO Editor. The portion(s) of the text updated are

highlighted, and the date of the update added directly below the original published date of the publication (for example, "*Updated as of 23 June 2003*").

3-12. Requesting editorial support.

   a. Proponents must furnish an electronic version of their draft, either on diskette sent to CIO (ATIM-T), or via E-mail to the editor. A hard-copy version is not required.

   b. Proponents will ensure their publication—

      (1) Is in the correct format and has the following required statements on the title page for specific type publication:

         (a) Copyright notice (when applicable).

         (b) Summary (required on supplements, regulations, and pamphlets). The summary statement is optional on circulars and memorandums.

         (c) Applicability (required on supplements, regulations, circulars, and pamphlets). It is not required on memorandums since they apply to the HQ TRADOC staff only.

         (d) Supplementation (required on regulations only).

         (e) Forms (required on all publications that prescribe forms).

         (f) Suggested improvements (required on all publications), including use of DA Form 1045. Personnel submitting suggested improvements using DA Form 2028 may also submit the suggested improvement using DA Form 1045.

         (g) Distribution restriction (when applicable).

         (h) Availability. For publications distributed in hardcopy and on the TRADOC Homepage, this statement will read: This publication is also available on the TRADOC Homepage at http://www.tradoc.army.mil. For publications distributed through the TRADOC Homepage only, this statement will read: This publication is distributed solely through the TRADOC Homepage at http://www.tradoc.army.mil.

      (2) Pages are numbered consecutively (that is, 1 through 100) throughout the publication, to include all chapters, appendixes, and the glossary. Do not use two-part numbers. NOTE: Do not number the pages of blank forms at back of publication.

      (3) Meets all requirements of the specific type publication (see chap 4, sec II).

      (4) Titles are not underlined.

(5) Contains the first four required paragraphs in the following order:

(a) Purpose. The publication has only one purpose paragraph.

(b) References. (See fig 3-2.)

(c) Explanation of abbreviations and terms.

(d) Responsibilities. (This does not apply to pamphlets, since pamphlets are not directive.) List responsibilities in a separate section, if there are too many for a paragraph, as close to the front of the chapter as possible (second section). Or, use a separate chapter titled responsibilities (second chapter).

(6) Does not have the term 'General' as a title for a chapter.

(a) If first chapter contains introductory material, the title is 'Introduction.'

(b) Never use 'General' as the title for more than one paragraph in a chapter or section.

(7) Contains titles for all numbered paragraphs. If using titles in subparagraphs, title all subparagraphs.

(8) Does not divide subparagraphs beyond three levels (that is, first level—lower-case letters; second level—numbers enclosed in parentheses; third level—letters enclosed in parentheses). See DA Pam 25-40, table 2-1.

(9) Uses neutral language.

(10) Uses the active voice, when possible.

(11) Packages paragraphs to make important information easier to understand—do not bury it within a paragraph. Use subparagraphs to break out and discuss the topic and its subtopics.

(12) Lists titles in the table of contents exactly as they are in the text. Use upper and lower case letters as follows:

(a) Chapters, sections, and appendixes have the first letter of each word capitalized.

(b) Paragraphs, tables, and figures have the first letter of the first word capitalized. All other words are lower case letters unless they are proper nouns.

3-13. Publishing policy and support. Publish TRADOC administrative publications in the most economical means consistent with the purpose of the publication. The intent of the command is to eliminate hardcopy as much as possible through use of new electronic technologies.

   a. Make digital versions of TRADOC publications available to the greatest audience by publishing on the TRADOC Homepage. To reduce printed distribution, provide hard copy TRADOC publications only to those activities with no access to the Internet. Proponents must consider the end users and determine if sole posting to the homepage is feasible for the audience intended. This decision is made on a case-by-case basis. The CIO will post TRADOC administrative publications to the TRADOC Homepage after authentication.

   b. Coordinate with the supporting installation DOIM Mail and Distribution Center for printed publication distribution (see para 7-2, below). The printing and mailing of TRADOC administrative publications is the responsibility of the proponent.

_____

Department of the Army
Headquarters, United States Army
Training and Doctrine Command
Fort Monroe, Virginia 23651-1047

TRADOC Regulation 385-2
C1

10 October 2000

Safety

TRADOC SAFETY PROGRAM

Summary. This is a change to TRADOC Regulation 385-2, 27 January 2000. This change updates policies and procedures affecting the implementation of the TRADOC Commander's Safety Program.

Suggested improvements. The proponent of this regulation is HQ TRADOC, Command Safety, Office of the Chief of Staff. Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, Training and Doctrine Command, ATTN: ATCS-S, 5A North Gate Road, Fort Monroe, VA 23651-1048. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program).

Availability. This publication is available only on the TRADOC Homepage at http://www-tradoc.army.mil.

1. Change TRADOC Reg 385-2, 27 January 2000, as follows:

Paragraph 1-4, subparagraph f(5). Insert after first sentence: "This individual will be referred by the Army Civilian Career Evaluation System (ACCES). All Safety Manager positions, GS-13 and above, or those positions determined critical by the Director, Command Safety, will be paneled by this headquarters."

Add Paragraph 2-8: "**Heat injury reporting**. Heat injuries resulting in hospitalization or death will be immediately reported to the Command Safety Office by the most efficient means (E-mail/FAX). During the warm to hot weather training season (normally March through September), installations will submit a weekly Heat Injury Report. This report will be submitted the first duty day of the week and cover the previous week from Monday through Sunday."

Add Paragraph 2-9. "**Range weapons accident/incident reporting.** All accidents/incidents occurring on TRADOC ranges involving weapons systems will be immediately reported through appropriate channels to HQ TRADOC, ATTN: ATCS-S. Essential Elements of Information Format (fig 2-1) will be used to submit these reports."

Paragraph 6-3. Delete all and replace with: "6-3. **Range safety waivers.** This paragraph specifies procedures for granting waivers of range safety criteria contained in ARs 385-62 and 385-63, which authorizes MACOM commanders to waive specific safety criteria.

a. This waiver authority is delegated to general officers commanding TRADOC installations. It shall not be further delegated. In addition to guidance contained in subject references, waivers may be granted that allow personnel who are not directly participating in the actual conduct of training within the Surface Danger Zone (SDZ) to conduct official business or be an observer.

b. Approved waivers will be effective for one year or less. Range safety waivers may be renewed. Waivers and renewals of waivers will include:

(1) A statement of how the range fails to meet criteria of ARs 385-62 or 385-63, as applicable.

(2) What action is planned to bring the range into compliance with safety criteria established by ARs 385-62 or 385-63, where such action is feasible, or an explanation as to why compliance is not feasible.

c. The respective approval authority may renew expired waivers provided conditions cited in the original waiver have not changed.

d. The need to incorporate conditions, requirements, controls, etc., in approved waivers into range development plans will be addressed at each 5-year installation range development plan meeting.

e. Installations will provide a copy of each granted waiver or renewed waiver to HQ TRADOC, ATTN: ATCS-S, not later than 7 days after approval.

f. Any accident or incident occurring under an approved waiver will cause automatic termination of the approval until an investigation is completed and the waiver revalidated by the respective approving authority.

g. For non-resident units conducting live-fire training operations under an approved waiver, the host installation commander approval is required. Installation commanders will ensure range safety waivers for non-TRADOC organizations operating on TRADOC installations meet the same criteria established for TRADOC units.

Figure 3-3. Sample change, TRADOC regulation

Chapter 4
Planning and Preparing Publications

Section I
Choosing the Type of Administrative Publication to Use

4-1. Choosing a medium. Choosing a medium (type publication) is a two-step process. The medium chosen dictates how the proponent prepares the material for publication. The proponent chooses the medium based on the guidance in this regulation, and CIO approves the medium.

4-2. Steps for choosing a medium.

   a. The first step is to choose the type of publication to issue. Each type has a different use. (Table 4-1 shows the uses of each type of TRADOC publication. Paragraphs 4-3 through 4-8 describe each type publication in detail.) The proponent must decide which type best suits the material, based on its intended purpose. The proponent must determine—

      (1) The intended treatment of the material (directive, informational, or reference).

      (2) How long the publication is in effect (permanent or temporary).

      (3) The target audience (used at HQ TRADOC only or TRADOC-wide).

Table 4-1
Uses of TRADOC publications

Type Publication	Type Material	Term	Audience
supplement	directive	permanent	TRADOC-wide
regulation	directive	permanent	TRADOC-wide
pamphlet	informational or reference	permanent	TRADOC-wide
circular	directive or informational	temporary	TRADOC-wide
memorandum	directive or informational	permanent	HQ TRADOC only

   b. The second step is to decide whether to add the material to an existing publication, or prepare a new publication.

      (1) If an AR is published on the same subject matter, no option exists—this material is published as a supplement to that AR (see para 4-3 for instructions on supplements).

(2) Refer to DA Pam 25-40, appendix H, to determine the appropriate series title that describes the subject of the material.

(3) Check TRADOC Pam 25-30 for any TRADOC publications assigned the same series title. Review all publications that seem closely related to the material. If the information is added to an existing publication, publish a change or a revision to that publication. Consolidate publications, if necessary. If no publication exists on the subject matter, prepare a new publication.

Section II
Types of Publications, Their Uses, and Instructions

4-3. TRADOC supplements. See figure 4-1 for a sample format.

a. A supplement is the only medium authorized to provide subordinate commanders additional instructions needed to implement an AR. Supplements cannot supersede, change, or rescind any portion of an AR.

b. Only supplement an AR as stated on its title page.

c. Before developing/writing a supplement, proponents will—

(1) Request the DCG/CofS's approval to supplement. To do this, prepare a HQ TRADOC Form 30 (Transmittal, Action and Control) and address why the supplement is needed. Do not write the supplement at this time.

(2) If the DCG/CofS approves the request, then get the DA proponent's approval, if required. Provide CIO (ATIM-T) a copy of these approvals, along with the draft supplement.

d. Limit the contents of the supplement to vital information not included in the regulation.

e. Match paragraphs of supplements to proper paragraphs in the regulation. Add chapters, paragraphs, tables, figures, and appendixes, as required.

f. When an AR is rescinded or superseded, all of its supplements are cancelled automatically (see DA Pam 25-40, para 18-13).

4-4. TRADOC regulations. See figure 4-2 for a sample format of a regulation.

a. Regulations are permanent directives, effective until superseded or rescinded. Do not publish a regulation if an AR already exists on the subject—use a supplement (see para 4-3, above).

b. Confine each regulation to a single subject.

c. Use a TRADOC regulation to—

(1) Establish policy TRADOC-wide.

(2) Assign mission responsibilities.

(3) Delegate authority.

(4) Set objectives.

(5) Prescribe procedures in detail needed to make sure basic policies are carried out uniformly throughout TRADOC.

(6) Prescribe TRADOC forms.

4-5. TRADOC circulars. See figure 4-3 for a sample format.

   a. TRADOC circulars are temporary publications that are either directive or informational. They usually expire 2 years after their date of issue; however, they may expire earlier.

   b. Use circulars to publish—

(1) Instructions for one-time actions that apply TRADOC-wide, to include forms. (A form becomes obsolete when the circular that prescribes it expires.)

(2) General information or policies and procedures effective for 2 years or less.

(3) Temporary notices (for example, annual awards programs).

(4) Information on a single subject only.

   c. Do not use circulars to—

(1) Change information in permanent publications, such as TRADOC regulations or pamphlets.

(2) Publish long-term policies or procedures.

(3) Prescribe forms or reports that are permanent.

4-6. TRADOC pamphlets. Pamphlets are permanent instructional or informational publications that apply TRADOC-wide. They are not directive, but provide guidance and information needed to carry out policies and procedures established by regulations. Pamphlets are effective until superseded or rescinded. Two types of pamphlets exist—standard and informational. The main difference between the two is their organization and format.

a. Standard pamphlets. See figure 4-4 for a sample format.

(1) Use a standard pamphlet to publish information needed to carry out policies and procedures prescribed by a TRADOC regulation. Only use a standard pamphlet as a prescribing media for forms when the form is provided for optional use only, and not mandated, since pamphlets are not directive.

(2) Do not use a pamphlet to prescribe policies, procedures, or responsibilities. Use this type of pamphlet to explain the policies, procedures, and responsibilities set by a TRADOC regulation.

b. Informational pamphlets. No formal format is required.

(1) Do not use informational pamphlets to prescribe forms.

(2) Use informational pamphlets to publish information on subjects in support of TRADOC missions. Some examples are—

(a) Historical studies.

(b) Reference texts.

(3) Before developing an informational pamphlet containing artwork, proponents must request approval from CIO (ATIM-T).

4-7. TRADOC memorandums. See figure 4-5 for a sample format. Memorandums are effective until superseded or rescinded. Confine each memorandum to a single subject. Use the memorandum to—

a. Establish policies, responsibilities, and administrative procedures that apply to HQ TRADOC only.

b. Establish the pattern of organizations and workflow within HQ TRADOC.

c. Publish recurring and special forms and reports within HQ TRADOC, after coordination with the TRADOC Information Management Control Officer and the TRADOC Forms Management Officer.

4-8. TRADOC functional bulletins. Functional bulletins provide official items of an advisory, informative, or directive nature pertaining to a specific functional area. (See AR 25-30, para 3-39, and DA Pam 25-40, para 18-15, for more information on functional bulletins.) Coordinate functional bulletins with the CIO (ATIM-T). New functional bulletins require the DCG/CofS's approval.

Department of the Army   TRADOC Suppl 1 to AR 380-5
Headquarters, United States Army
Training and Doctrine Command
Fort Monroe, Virginia 23651-1047

8 November 2001

Security
Department of the Army Information Security Program

Summary. This supplement provides policy on use of electronic devices during classified meetings, conferences and sessions.

Applicability. This supplement applies to all TRADOC installations and activities.

Suggested improvements. The proponent of this supplement is the Deputy Chief of Staff for Intelligence (DCSINT). Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, TRADOC, ATTN: ATIN-SE, 33 Ingalls Road, Fort Monroe, Virginia 23651-1067. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal).

Supplementation. Further supplementation is prohibited unless specifically approved by HQ TRADOC.

Availability. This publication is distributed through the TRADOC Homepage at http://www.tradoc.army.mil.

AR 380-5, 20 September 2000, is supplemented as follows:

Paragraph 6-18. Classified meetings and conferences

6-18b(10) (Add the following at the end of the paragraph): "The use of cellular phones, pagers, and other unauthorized electronic devices is prohibited while attending classified meetings, sessions, and conferences. Cellular phones, pagers, and other electronic devices will be turned off prior to entry."

FOR THE COMMANDER:

OFFICIAL: LARRY R. JORDAN
                                                       Lieutenant General, U.S. Army
                                                       Deputy Commanding General/
                                                         Chief of Staff

      //Signed//
GREGORY J. PREMO
Brigadier General, GS
Deputy Chief of Staff
  for Information Management

Figure 4-1. Sample TRADOC supplement

Department of the Army
Headquarters, United States Army
Training and Doctrine Command
Fort Monroe, Virginia 23651-1047

1 March 2002

Force Development

TRADOC SYSTEM MANAGEMENT

Summary. This regulation establishes policy and responsibilities for managing selected Acquisition Category (ACAT) I, ACAT II, or other high-priority materiel systems within the U.S. Army Training and Doctrine Command (TRADOC). This revision includes the addition of TRADOC System Manager (TSM) and TRADOC Program Integration Officer (TPIO) responsibilities, more prescriptive and tailored TSM and TPIO charters, better defined criteria and considerations for establishing and terminating TSM and TPIOs, TSM Review process, TSM Report Format, performance metrics to measure system management progress and mandatory training for TSM, TPIO, and TRADOC Project Office (TPO) personnel.

Applicability. This regulation applies to all TRADOC elements involved in the materiel acquisition process.

Supplementation. Do not supplement this regulation without approval from Commander, TRADOC, 20 Whistler Lane, ATTN: ATCD-RM, Fort Monroe, VA 23651-1046.

Suggested improvements. The proponent of this regulation is the Deputy Chief of Staff for Combat Developments (DCSCD). Send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, TRADOC, 20 Whistler Lane, ATTN: ATCD-RM, Fort Monroe, VA 23651-1046. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal).

Availability. This publication is available on the TRADOC homepage at http://www.tradoc.army.mil/.

Contents

Figure 4-2. Sample TRADOC regulation (first page)

TRADOC Reg 71-12

Section II
Terms

Combat developments
The processes of analyzing, determining, documenting, and obtaining approval of concepts, FOCs, organizational requirements, and materiel requirements; leading the Army community in determining solutions for needed FOCs; fostering development of requirements in all DTLOMS domains; providing user considerations to and influence on the Army's Science and Technology Program; and integrating the efforts and representing the user across the DTLOMS during the acquisition of materiel and development of organizational products to fill those requirements.

System-of-systems
Generally, the combined employment of two or more interdependent systems of any type. As used in this regulation, the combined battlefield employment of two or more interdependent ACAT I, ACAT II, or other high-priority materiel systems being developed by two or more TRADOC proponents.

FOR THE COMMANDER

OFFICIAL:

LARRY R. JORDAN
Lieutenant General, U.S. Army
Deputy Commanding General/
   Chief of Staff

   //signed//
GREGORY J. PREMO
Brigadier General, GS
Deputy Chief of Staff
   for Information Management

24

Figure 4-2. Sample TRADOC regulation (last page)

Department of the Army
Headquarters, United States Army
Training and Doctrine Command
Fort Monroe, Virginia   23651-1047

TRADOC Circular 385-03-1

28 February 2003

(Expires 28 February 2005)

Safety

OBSTACLE COURSES

Summary. This circular establishes policies, procedures, and responsibilities for construction, maintenance, and use of obstacle courses.

Applicability. This circular is applicable to all U.S. Army Training and Doctrine Command (TRADOC) units, activities, and organizations.

Suggested improvements. The proponent for this circular is the TRADOC Safety Office. Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, TRADOC, 5 North Gate Road, ATTN: ATCS-S, Fort Monroe, VA 23651-1048. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal).

Availability. This publication is distributed solely through the TRADOC Homepage at http://www-tradoc.army.mil.

CONTENTS

1. Purpose. This circular prescribes the responsibilities, policies, and procedures for the construction, maintenance, and use of obstacle courses by units, activities, or organizations assigned to TRADOC.

2. References. Required publications are listed in appendix A.

3. Explanation of abbreviations and terms. The glossary contains abbreviations and special terms used in this regulation.

4. Responsibilities. Commanders will ensure any obstacle course used by TRADOC activities, organizations, or units meets the requirements of this circular.

5. Overview.

a. All obstacle courses used by TRADOC activities, organizations, or units will meet the requirements listed in references found in appendix A. Additionally, commanders will:

(1) Publish a Standard Operating Procedure (SOP) for obstacle course training. Commanders will incorporate local installation requirements and include user specific details, such as the number of instructors required, the training or certification for instructors, an inspection requirement that includes review of the latest obstacle course inspection done by a qualified safety professional, and a physical inspection of the obstacle course.

(2) Complete a risk assessment before conducting training on obstacle courses. Risk assessments will address the current condition of the obstacle course and the individual obstacles, weather conditions, level of conditioning or phase of training of the soldiers, and availability of qualified instructors, support personnel, and equipment. This risk assessment will be approved at the level of command commensurate with the residual risk in accordance with (IAW) the TRADOC Risk Acceptance policy (see TRADOC Reg 385-2, para 1-5c).

b. The addition of fall protection requirements and modifications to obstacles listed in TRADOC Reg 350-6, appendix K, are the minimum acceptable standards.

Figure 4-3. Sample TRADOC circular (first page)

TRADOC Cir 385-03-1

c. Due to the incidence of lower extremity injuries experienced on the "Swinger" (TRADOC Reg 350-6, fig K-23) and the "Jump and Land" (TRADOC Reg 350-6, fig K-24), these obstacles will not be used.

d. Obstacles not listed, or obstacles that deviate substantively from those in TRADOC Reg 350-6, are nonstandard obstacles and will not be used by TRADOC activities, organizations, or units, unless a waiver is approved. Waivers to use nonstandard obstacles will:

(1) Be approved by the first commander in the chain of command with the authority to accept the residual risk associated with the use of the nonstandard obstacle involved (see TRADOC Reg 350-6, para 1-5c).

(2) Include specific information on how the subject obstacle differs from the standard, why it is essential for use, and an assessment of the risk to be accepted with use of this obstacle.

(3) Be maintained by the using activity, organization, or unit, and will be available at the training site.

Appendix A
References

FM 21-20
Physical Fitness Training

TRADOC Reg 350-6
Enlisted Initial Entry Training (IET) Policies and Administration

TRADOC Reg 385-2
TRADOC Safety Program

Folio No. 1, "Training Facilities," Corps of Engineers Drawing Number 28-13-95
(This publication may be obtained from the U.S. Army Corps of Engineers, Kansas City District, 700 Federal Building, 601 East 12th Street, Kansas City, MO 64106-2896)

Glossary
Section I
Abbreviations

IAW — in accordance with

TRADOC — U.S. Army Training and Doctrine Command

Section II
Terms

fall protection
Padding, nets, or other material sufficient to absorb or dissipate the impact of a fall.

obstacle course
A collection of approved obstacles selected from FM 21-20 used to develop and test the motor skills required for a soldier's success in combat.

risk assessment
Identification and assessment of hazards (first two steps of the fist management process); an identified hazard is assessed to determine the associated risk based upon probability and resultant severity of a hazardous incident.

risk decision
The decision to accept or not accept the risk associated with an associated action.

risk decision authority
The individual authorized to accept or not accept the risk associated with an associated action. TRADOC risk decision authority is defined in TRADOC Reg 385-2, paragraph 1-5c.

risk management
The process of identifying, assessing, and controlling risks arising from operational factors, and making decisions that balance risk cost with mission benefits.

nonstandard obstacle
Any obstacle not specifically listed in appendix K, TRADOC Reg 350-6; any obstacle that is not constructed IAW the specifications of Folio No. 1, "Training Facilities," Corps of Engineer Drawing Number 28-13-95; or any obstacle that has not been modified IAW appendix K, TRADOC Reg 350-6.

FOR THE COMMANDER:

OFFICIAL:

LARRY R. JORDAN
Lieutenant General, U.S. Army
Deputy Commanding General/
  Chief of Staff

/signed/
GREGORY J. PREMO
Brigadier General, GS
Deputy Chief of Staff
  for Command, Control,
  Communications & Computers

2

Figure 4-3. Sample TRADOC circular (last page)

Department of the Army
Headquarters, United States Army
Training and Doctrine Command
Fort Monroe, Virginia 23651-1047

TRADOC Pamphlet 525-3-90

1 November 2002

Military Operations
Objective Force Maneuver Units of Action

Summary. This new pamphlet serves as the basis for developing doctrine, organizations, training, materiel, leadership and education, personnel and facilities (DOTMLPF) focused requirements and solutions for Maneuver Units of Action (UAs). Under this concept, UA capabilities are projected across the future battlespace to conduct military operations to fight and win across the spectrum of military operations.

Applicability. This pamphlet applies to all U.S. Army Training and Doctrine Command (TRADOC) and Department of Army (DA) activities that develop DOTMLPF requirements. Active Army, Army National Guard, Army Reserve operating forces, and Army Materiel Command may use this pamphlet to identify future trends in the Army.

Suggested improvements. The proponent of this pamphlet is the Deputy Chief of Staff for Doctrine, Concepts and Strategy (DCSDCS). Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, TRADOC, ATTN: ATDO-C, 10 Whistler Lane, Fort Monroe, VA 23651-1046. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal).

Availability. This publication is available only on the TRADOC Homepage at http://www-tradoc.army.mil

CONTENTS

Chapter 1
Introduction

1-1. Purpose. This is the new operational concept for tactical warfighting. It is about exposing the enemy by combat action, setting conditions, and destroying them in close combat. The concept is capabilities and threat-based to compensate for the capabilities of expected threats on the highly ambiguous, complex, and dynamic battlefield of the future. Objective Force Units of Action will be designed for success in any type of operation while optimized for major theater war. They will require a new framework of action enabled by advanced technologies, executed by well-trained, disciplined, determined soldiers and leaders marked by mental agility and rapid tactical decision making. They will be adaptive and self aware—able to master the transitions in the diversity of 21st Century military operations.

1-2. References. Required and related publications are listed in appendix A.

1-3. Explanation of abbreviations and terms. Abbreviations and special terms used in this pamphlet are explained in the glossary.

Figure 4-4. Sample TRADOC pamphlet (first page)

TRADOC Pam 525-3-90

Units of Employment

Units of Employment perform tasks assigned today to divisions and higher service headquarters. They link ground and joint forces and orchestrate ground operations that decide joint campaigns. They also have the capacity to assume command of Joint Task Forces. Units of Employment are the basis of combined arms air-ground task forces. They resource and execute combat operations; designate objectives; coordinate with multiservice, inter-agency, multinational, and nongovernmental activities; and employ long range fires, aviation, and sustainment; while providing C4ISR and tactical direction to UAs.

FOR THE COMMANDER:

OFFICIAL: LARRY R. JORDAN
                      Lieutenant General, U.S. Army
                      Deputy Commanding General/
                      Chief of Staff

        //signed//
GREGORY J. PREMO
Brigadier General, GS
Deputy Chief of Staff
      for Command, Control,
      Communications & Computers

15

Figure 4-4. Sample TRADOC pamphlet (last page)

Department of the Army
Headquarters, United States Army
Training and Doctrine Command
Fort Monroe, Virginia 23651-1047

TRADOC Memorandum 1-15

27 May 2003

Administration
TRADOC BOARD OF DIRECTORS

Summary. This memorandum establishes a Board of Directors (BOD) for Headquarters, U.S. Army Training and Doctrine Command (TRADOC), for use in identifying and discussing strategic issues.

Suggested improvements. The proponent of this memorandum is the Office of the Deputy Commanding General/Chief of Staff (DCG/CofS). Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels, to Commander, TRADOC, ATTN: ATCS, 7 Fenwick Road, Fort Monroe, VA 23651-1067. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal).

Availability. This publication is available on the TRADOC Homepage at http://www.tradoc.army.mil

Contents

Figure 4-5. Sample TRADOC memorandum (first page)

nominate issues for the DCG/CofS's consideration. The BOD members have the obligation to identify strategic issues affecting TRADOC that are appropriate for BOD consideration.

2-5. Implementing BOD agreements. The DCG/CofS will provide guidance on BOD agreements to SGS for tasking, as necessary.

Glossary

BOD   Board of Directors
CG   Commanding General
CPG   Commander's Planning Group
DCG/CofS   Deputy Commanding General/Chief of Staff
IPR   in-progress review
SGS   Secretary of the General Staff
SIG   Strategic Initiatives Group
TRADOC   U.S. Army Training and Doctrine Command

FOR THE COMMANDER:

OFFICIAL:

                                  LARRY R. JORDAN
                                  Lieutenant General, U.S. Army
                                  Deputy Commanding General/
                                      Chief of Staff

/signed/
GREGORY J. PREMO
Brigadier General, GS
Chief Information Officer

Figure 4-5. Sample TRADOC memorandum (last page)

Chapter 5
Coordination

5-1. Coordination of initial draft publications.

   a. Proponents must coordinate their initial draft publications before requesting editorial review from CIO (ATIM-T). This coordination includes functional area action officers (at HQ TRADOC and/or TRADOC activities), and others the proponent deems appropriate.

   b. Formal coordination is conducted at the office chief, deputy, or executive officer level. This coordination may include TRADOC activities, or limited to the HQ TRADOC staff offices.

5-2. Recommended coordination.

   a. Other major Army commanders who have interest in the subject.

   b. Headquarters, TRADOC staff (that is, Deputy Chiefs of General and Chiefs of Special Staff Offices at HQ TRADOC, and Director, Futures Center, HQ TRADOC).

   c. The supporting installation Directorate of Plans, Training, Mobilization and Security (Multimedia Services Division), for graphic aids support.

5-3. Mandatory coordination.

   a. For supplements, proponents will coordinate with at least the next lower command level (DA Pam 25-40, para 18-7). This policy applies to TRADOC regulations as well, and will help eliminate the need for lower-level supplements.

   b. TRADOC Information Management Control Officer (ATIM-T), when publications require data collection from lateral or subordinate commands, or the public.

   c. Staff office Forms Management Officer, when publications prescribe TRADOC forms (see para 3-7, above). To prevent delay in forms design, coordinate early in the forms and publications development processes.

   d. The CIO (ATIM-T), when finished products require any out-of-the-ordinary printing requirements; for example, color, nonstandard size, foldouts, short suspense, or hard completion date.

   e. The CIO (ATIM-T), when creating a new functional bulletin.

   f. The TRADOC Safety Office (ATCS-S), when publications pertain to the development, analysis, implementation, and evaluation of doctrine, organizations, training, materiel, leadership and education, personnel, and facilities (DOTMLPF) system products.

g. The TRADOC Deputy Chief of Staff for Intelligence for all products referring to intelligence, counterintelligence, security (less physical security), disclosure, and threat.

_____

Chapter 6
Levels of Approval

6-1. General. Levels of approval for TRADOC administrative publications are—

a. TRADOC DCG/CofS and subordinate commanders or Chiefs of Staff that have TRADOC-wide missions.

b. Office chiefs and their deputies.

6-2. Deputy Commanding General/Chief of Staff and TRADOC commandants with TRADOC-wide missions.

a. The DCG/CofS and subordinate commanders with TRADOC-wide missions approve the concept before publication development and publishing in final form. This level of approval is mandatory for all publications that—

(1) Establish new policy.

(2) Revise existing policy.

(3) Assign responsibilities.

(4) Commit TRADOC resources (that is, people, equipment, and money).

(5) Delegate authority.

b. Do not send draft publications to the DCG/CofS for approval. All publications are in final form, to include final editing the CIO (ATIM-T) performs, prior to submission to the Secretary of the General Staff for the DCG/CofS's approval. The HQ TRADOC Form 30 must include the CIO Editor's coordination before it is sent to the DCG/CofS.

6-3. Proponent office chiefs or their deputies. This level of approval is mandatory for all TRADOC administrative publications that are not identified in paragraph 6-2, above. No lower level of approval is authorized.

_____

Chapter 7
Processing, Authenticating, Distributing, Stocking, Reviewing, and Rescinding TRADOC Administrative Publications

7-1. Processing/authenticating.

a. After coordination and approval, provide any background files on the publication to CIO (ATIM-T) (Editor). Background files consist of papers such as studies, coordination actions (including coordination of proposed supplements with subordinate commands), staff concurrences, and recommendations that provide a basis for issuance, or contribute to the content of the publication. If no printing is required, CIO will date and authenticate the publication and post to the TRADOC Homepage.

b. If printed copies of the publication are required:

(1) The proponent will arrange for typesetting the publication. Once the publication is composed or typeset, the proponent should review it before printing. After review, provide to CIO for date and authentication. The proponent will then submit the authenticated publication, along with four copies of DD Form 843 (Requisition for Printing and Binding Service) signed by the staff office printing control assistant, to DAPS for printing.

(2) The DAPS will determine whether the publication is printed in a federal printing facility or through the Government Printing Office (GPO) based on the length of the publication, and the number of copies required. If through GPO, direct mailing to TRADOC activities is arranged with the contractor. Mailing labels must include the building number and/or street address so that the most economical delivery method is selected (for example, United States Postal Service (USPS) or United Parcel Service). Use RMDA's on-line lookup page to develop mailing addresses (http://www.rmda.belvoir.army.mil/) (use "Site Map' link at the bottom of the page, then search for 'Army Addresses On-line"). If street addresses are not available, USPS will deliver the publication.

7-2. Distributing printed copies. The proponent is responsible for distributing the publication when copies are printed. Coordinate with the supporting installation DOIM Mail and Distribution Center for procedures. Proponent must furnish CIO (ATIM-T) an electronic copy of the publication (diskette or an E-mail attachment) for distribution on the TRADOC Homepage. Electronic mail address is atim@monroe.army.mil.

7-3. Stocking. If the proponent decides to print a publication, they are responsible for stocking, issuing, and maintaining the stock of the printed publication.

7-4. Reviewing. The review process ensures publications are current, consistent with existing policies, and still required. The CIO conducts reviews every 18 months.

7-5. Rescinding.

a. Proponents will notify the CIO when rescinding a TRADOC administrative publication. Provide the publication's number, title, and effective date of rescission. Notify CIO through one of the following three methods:

    (1) TRADOC Form 25-35-1-R-E (sent in hard copy or electronically).

    (2) Informal memorandum sent to CIO (ATIM-T).

    (3) E-mail to atim@monroe.army.mil

b. <u>When a publication is rescinded, all prescribed forms and reports are also rescinded.</u> TRADOC Pam 25-30 and the publications page of the TRADOC Homepage are updated to show that the publication was rescinded.

Appendix A
References

Section I
Required Publications

AR 25-30
The Army Publishing Program

AR 25-55
The Department of the Army Freedom of Information Act Program

AR 25-400-2
The Army Records Information Management System (ARIMS)

AR 335-15
Management Information Control System

AR 340-21
The Army Privacy Program

AR 380-5
Department of the Army Information Security Program

DA Pam 25-40
Army Publishing: Action Officers Guide

TRADOC Pam 25-30
Index of TRADOC Administrative Publications

Section II
Related Publications

AR 25-1
Army Information Management

TRADOC Reg 25-35

AR 25-50
Preparing and Managing Correspondence

AR 310-25
Dictionary of United States Army Terms (Short Title: AD)

AR 310-50
Authorized Abbreviations, Brevity Codes, and Acronyms

DA Pam 25-30
Consolidated Index of Army Publications and Blank Forms

DA Pam 25-31
Forms Management, Analysis, and Design

JCS Pub 1-02
Department of Defense Dictionary of Military and Associated Terms

Section III
Prescribed Form

TRADOC Form 25-35-1-R-E
Publication Review (prescribed in paras 2-2g(1) and 7-5a(1))

Section IV
Referenced Forms

DD Form 282
DoD Printing Requisition/Order

DD Form 843
Requisition for Printing and Binding Service

DA Form 1045
Army Ideas for Excellence Program (AIEP) Proposal

DA Form 2028
Recommended Changes to Publications and Blank Forms

HQ TRADOC Form 30
Transmittal, Action, and Control

Appendix B
The Publication Process for TRADOC Administrative Publications

The following tables outline the steps involved in the publication process from concept approval to final distribution (table B-1), and timelines for each step (table B-2).

Table B-1
The publication process (proponent and editor responsibilities)

Proponent	• Obtains TRADOC DCG/CofS approval of **concept** for publishing a policy publication (that is, reg, cir, suppl). State requirement using HQ TRADOC Form 30. • Researches and writes publication. • Coordinates publication (see chap 5). • Incorporates comments from coordination and prepares a 'best effort' publication. This is not a rough draft. • Determines distribution (TRADOC Homepage only or TRADOC Homepage with limited printed copies). • Requests an editorial review from CIO (ATIM-T). This is an informal process—provide the single column, single-space publication via E-mail (preferred) or diskette, along with the name, telephone number, and office symbol of the POC.
Editor	• Edits draft and marks errors and comments on digital file. • Verifies references, figures, tables, paragraph numbering, and distribution. • Ensures forms, reports, and Privacy Act requirements are identified. • Assigns the publication number. • Determines if publication is written in active voice. • Returns digital file to the proponent for corrections.
Proponent	• Corrects draft. • Coordinates formally, as appropriate (see chap 5). • Determines level of approval (see chap 6) and either— 　° Prepares a HQ TRADOC Form 30 for the DCG/CofS's approval (with CIO Editor included in coordination), *OR* 　° Prepares an informal correspondence memorandum for CIO (ATIM-T) that approves the publication. Only the office chief or deputy has authority to approve a publication that does not require the DCG/CofS's approval. • Provides the following to CIO (ATIM-T): 　° Correspondence memorandum or HQ TRADOC Form 30 (as appropriate). 　° Corrected digital file. 　° Diskette. 　° Any background files.
Editor	• Ensures proponent made appropriate corrections. • Attaches any locally reproducible ("R") forms. • Assists with arrangements for typesetting and forms design, if required. • Signs the coordination block of the HQ TRADOC Form 30 (when the publication requires the DCG/CofS's approval), and calls the proponent to hand-carry the publication to the Commanding General's Administration Center. Usually, the proponent hand-carries the publication between each point. Upon DCG/CofS's approval, dates publication and forwards to the CIO for authentication. • Acquires appropriate approval documentation (for publications that do not require the DCG/CofS's approval), dates publication, and forwards to the CIO for authentication. • Provides the digital file to the CIO webmaster for conversion to HTML and PDF (printable format) and posting to the TRADOC Homepage.

Table B-2
Estimated timelines for each step in the process

Step	Estimated Time
• Obtain DCG/CofS approval (concept)	2 days
• Research and write	Action office determines
• Coordinate: ° Within the proponent staff office ° Within headquarters ° With subordinate centers/schools ° With other major Army commands	1 to 2 weeks 30 days 45 days 60 days
• Consolidate comments from staff/prepare new draft	1 week
• Edit (depends on number of pages and backlog)	4 weeks
• Prepare forms (depends on number, complexity of forms/pages)	4 weeks
• Review for reporting requirement (see AR 335-15)	1 week
• Correct editorial comments/finalize for publishing	1 week
• DCG/CofS's approval (content and policy)	1 week
• Typeset publication (contractor)	1-2 weeks
• Posting to the TRADOC Homepage	1 week
• Printing: ° DAPS ° GPO	1 week 2-4 weeks
• Distribute (proponent distributes printed version of publication)	1 week

---

Glossary

Section I
Abbreviations

AR   Army Regulation
CIO   Chief Information Officer
DA   Department of the Army
DAPS   Document Automation & Production Service
DCG/CofS   Deputy Commanding General/Chief of Staff
DOIM   Director of Information Management
DSN   Defense Switch Network
GPO   Government Printing Office
HQ   headquarters
HTML   Hypertext Markup Language

IAW	in accordance with
PDF	Portable Document Format
RMDA	Records Management and Declassification Agency
TRADOC	U.S. Army Training and Doctrine Command
USPS	United States Postal Service

Section II
Terms

administrative publications
Publications that set or explain policies and procedures for the management of Army functions and missions.

camera-ready
Prepared for photographic rather than typeset reproduction.

change
An official modification of a publication, issued as a separate document to accompany the publication.

proponent
Generally speaking, the agency responsible for writing and issuing a publication; specifically, the person within that agency who writes the publication.

supplementation
Guidance issued by a HQDA agency or major Army command to explain or direct the execution of DA policy or procedures at the agency or command level.

FOR THE COMMANDER:

OFFICIAL: ANTHONY R. JONES
                                             Lieutenant General, U.S. Army
                                             Deputy Commanding General/
                                                 Chief of Staff

        /signed/
JANE F. MALISZEWSKI
Colonel, GS
Chief Information Officer

Publication Review

(FOR USE OF THIS FORM, SEE TRADOC REG 25-35; THE PROPONENT IS CIO)

An 18-month review of Command publications is required by AR 25-30, para 1-22b(5). Proponents should ensure their publications are current, consistent with existing policies, still necessary, and contain correct proponent information.

NUMBER/TITLE/DATE OF PUBLICATION

PROPONENT OFFICE	OFFICE SYMBOL	ACTION OFFICER/PHONE NUMBER

A review of the above publication has been completed. The following information applies:

☐	1. This publication is essential and current. All information, including requirement control symbols (RCSs) and TRADOC forms (if applicable) are necessary and essential. A list of all TRADOC forms prescribed by this publication is provided below:
☐	2. This publication is essential and is currently under revision. A coordinating draft will be available for editing by (month/year):
☐	3. This publication is obsolete. It should be rescinded along with any TRADOC forms and RCSs (if applicable).
☐	4. Proponency for this publication has changed. New proponent information:

      Office:

      Office symbol:

      Point of contact:

Other comments:

REVIEWER'S NAME/TITLE	DATE

HQ TRADOC Form 25-35-1-R-E, Jul 03   *Previous editions are obsolete.*   8.5 x 11